

Teachers Taking Attendance – Elementary











Marking Students Absent

- Sign in into Chancery SMS.
- Click the student icon in the Attendance column for your homeroom class.

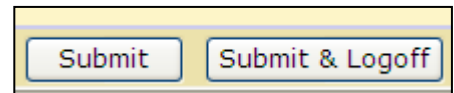
My Classes	Roster	Grading	Attendance
Homeroom - CopelaE			

- Click the **A** in the left column for any student who is absent. The absence code will default to A20 (Truant). Do not click the T in the center column. By default, students are assumed to be present until marked otherwise.

Do not use the Comment field; it is reserved for use by main office personnel.

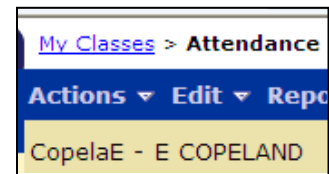
<input type="checkbox"/>				Student Name	Attendance
<input type="checkbox"/>	A	T		Dover, Eileen S	Present
<input type="checkbox"/>		T	P	Eved, Misty A	Truant
<input type="checkbox"/>	A	T		Garfield, James L	Present
<input type="checkbox"/>	A	T		Knewkar, Lisa	Present
<input type="checkbox"/>		T	P	Money, Owen	Truant
<input type="checkbox"/>	A	T		Pipe, Duane	Present
<input type="checkbox"/>	A	T		Shaw, Rick W	Present
<input type="checkbox"/>	A	T		Teak, Anne A	Present
<input type="checkbox"/>		T	P	Vader, Ella M	Truant
<input type="checkbox"/>	A	T		Warm, Luke J	Present

- Click either the **Submit** or the **Submit & Logoff** button in the lower right corner of the screen to submit your attendance.



Clicking one of these two buttons will remove your name from the Teachers Not Taken Attendance report.

If you click the Submit button, click the **My Classes** breadcrumb link in the upper left corner of the screen above Actions to return to your My Classes screen.



If All Students Are Present...

- Click the student icon in the Attendance column for your homeroom class.
- Do not click the **A** for any student; leave them all set as the default of present.
- Click either the **Submit** or the **Submit & Logoff** button. This will result in all students being marked as present and you will be marked as having taken attendance for the day.

Main office personnel will mark students who are tardy to school, leave early from school, and modify previous absence codes to reflect absent notes. Main office personnel can take and submit attendance for teachers who cannot complete attendance through Chancery SMS, such as substitute teachers.